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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, Logistics Office DATE: Nov 12 1953
ATTN : Personnel Officer
FROM : Chief, Transportation Division
SUBJECT: Personnel Administration
REF : P&SO Notice No. 11-53, dated 19 February 1953, subject, "Personnel Administration".

1. Reference notice states that the Personnel Office, Administrative Staff, Logistics Office, is responsible for all matters pertaining to or affecting personnel administration for this office.

2. It is understood that [] is on duty in the Personnel Office, Logistics Office, and is slotted against a Transportation Division position which has been or will be abolished in the near future. Moreover, it is also understood that she is a Clerk and is not qualified as a Typist. Therefore, a person with her qualifications is not now needed in the Transportation Division in view of the ceiling of [] civilians which has been imposed.

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3. In view of the above, it is recommended that prompt action be taken whereby the records will reflect that [] is not charged against the Transportation Division.

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LO/TD/HDE:ns
(10 Nov. 53)

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